

**Manual of Operations and Procedures**  
**School of Journalism and Mass Communication**  
**The University of Iowa**  
**Approved by CLAS 10/22/18**

Authority of the Manual of Operations and Procedures

This manual of operations and procedures formulates the procedures for faculty governance of the School of Journalism and Mass Communication. The School shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the procedures in this document as a supplement thereto. Once approved by the School and the College, this document becomes effective immediately.

Article I. Faculty Membership and Voting Eligibility

- A. A regular faculty member of the School shall be an instructor at The University of Iowa who has at least a 50% instructional appointment or a tenure-track faculty member in the School. Regular faculty members may be on paid or unpaid leave from such an appointment in the School. Non-regular faculty members of the School visiting faculty and adjunct instructors. Other non-regular faculty include emeritus faculty of the School (any person who has retired from the School after at least 10 years of service as a tenured or tenure-track faculty member) and faculty with courtesy appointments (0% joint appointments).
- B. Only regular faculty members are eligible to vote at faculty meetings and/or on mail ballots. However, only tenure-track and tenured faculty may vote on matters of tenure and promotion. Proxy voting will not be allowed.

Article II. Officers

- A. The Director of the School is appointed by the Dean of the College, with the advice of the regular faculty and the approval of the Provost.
  - 1. The Director shall be the principal link between the School and the administration of the College and University. In this capacity, the Director explains the School's needs to the Collegiate and University administration and communicates Collegiate and University policies to faculty, staff and students in the School.
  - 2. In consultation with appropriate faculty, the Director shall have primary administrative responsibilities for recommending faculty appointments, promotions and salary raises; making teaching, service and assistantship appointments; evaluating faculty according to the School's written procedures; implementing the School's curriculum; monitoring the work of undergraduate and graduate students; procuring and overseeing use of equipment; managing the budget; and supervising staff according to CLAS guidelines.

3. The Director shall make an annual written report to the faculty on the School's budget at the start of the academic year.
  4. In the event of the DEO's absence, the DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated and who will attend DEO meetings.
- B. Other officers of the School shall be appointed by the Director in consultation with the tenured and tenure-track faculty. Each officer should have her or his duties specified in writing by the Director at the time of appointment. Appointments generally will be made for three-year terms. Except on rare occasions, individuals may not serve for more than two consecutive terms in these positions.
1. The Associate Director for Graduate Studies bears primary responsibility for the Ph.D. and Master's Thesis programs, including recruiting, retention, curriculum planning and program policies.
  2. The Associate Director for the Master's Degree in Strategic Communication bears primary responsibility for recruitment, retention, curriculum planning, and policies associated with this program.
  3. The Associate Director for Undergraduate Studies bears primary responsibility for the undergraduate program, including recruiting, retention, curriculum planning and program policies.
  4. The Coordinators of the certificate programs associated with the School bear primary responsibility for recruitment, retention, curriculum planning and program policies associated with their programs.

### Article III. Meetings of the Faculty

- A. The Director shall schedule regular monthly meetings of the faculty during fall and spring semesters, and shall call other faculty meetings as needed to conduct School business.
- B. The Director shall call additional faculty meetings in a timely manner in response to a faculty petition, provided the petition bears the signatures of at least one-third of regular faculty members of the School. If a specific issue is involved, no action will be taken on that issue before the meeting scheduled to discuss it.
- C. Notice of faculty meetings shall be sent to all regular faculty members of the School at least five working days before the meeting, except in emergencies. A detailed agenda shall be provided at least 48 hours prior to any meeting. To assure appropriate deliberations on proposed measures on which votes shall be taken or consensus solicited,

drafts of all materials on which action is proposed shall also be distributed at least 48 hours prior to the meeting.

- D. Non-regular faculty may attend faculty meetings but may not vote. Undergraduate and graduate students and other guests may attend faculty meetings by invitation only.
- E. The Director or a person designated by the Director shall chair a faculty meeting. The duties of the chair include the following:
  - 1. Opening the meeting at the required time and calling the meeting to order.
  - 2. Announcing business in the appropriate order.
  - 3. Calling for review and approval of minutes of previous meetings.
  - 4. Stating and putting to a vote any proper motions made.
  - 5. Announcing the results of votes.
  - 6. Enforcing the rules of order on all occasions.
  - 7. Deciding all questions of order according to the parliamentary authority.
  - 8. Adjourning the meeting after a motion to adjourn passes.
- F. A quorum to hold a faculty meeting shall be 50 percent of the number of regular faculty members who, at the time of the meeting, are not on leave, part-time status, terminal appointment and/or phased retirement. A minimum of 50 percent of the votes cast is required to pass a motion related to an agenda item. A two-thirds majority is required to pass a motion introduced in the new business section of a meeting.
- G. A member of the School's staff or faculty appointed by the Director shall record and prepare minutes for each faculty meeting. These minutes shall include precise wordings of motions voted on, the outcomes of the votes and the main points of discussion. The minutes shall be distributed to the faculty by e-mail within seven working days after the meeting and again with the agenda for the next meeting. The minutes shall be kept on file in the School's Main Office along with related official documents, such as this Manual of Operations and Procedures, rules of order, and College and University operations guidelines.
- H. The Director shall appoint a faculty member annually to give advice on parliamentary procedure.
- I. A secret ballot shall be used to vote on a motion made at a meeting with a quorum present if a motion to have a secret ballot receives affirmative votes by at least two of the eligible voters present.

- J. A mail ballot shall be used to vote on a motion made at a meeting with a quorum present if a motion to have a mail ballot following the meeting (rather than an immediate vote during the meeting) receives affirmative votes by at least one-half of the eligible voters present.
- K. For mail balloting, a paper ballot and an envelope shall be distributed to the mailboxes of all eligible voters. Mail ballots are to be returned in a sealed and signed envelope within a specified time period. Electronic ballots shall be considered the same as mail ballots. All mail or electronic ballots shall be returned to a member of the office staff designated by the Director. Results of a mail/electronic ballot shall be provided to all the eligible voters.
- L. If a faculty meeting does not have a quorum, the wording of a proposal on an issue appearing explicitly on that meeting's agenda may be determined by a majority vote of the regular faculty members present and the proposal may be submitted by the Director to a vote by mail ballot.

#### Article IV. Committees

- A. There shall be the following standing committees: Executive Committee, Undergraduate Committee, Graduate Committee, MA-SC Committee, Enrichment Committee, Equipment and Facilities Committee, Scholarships Committee, Merit Advisory Committee, and the Lectures and Visitors Committee. The Director is an ex-officio member of all committees. The composition and duties of each committee shall be as follows:
  - 1. Executive Committee: This committee advises the Director on issues relating to the operation and governance of the School. It also makes recommendations to the Director concerning course offerings and scheduling, instructor assignments, academic/professional visitors to the School, and adjunct appointments. The committee consists of the Director, the Associate Directors, and one additional regular faculty member chosen by consensus or ballot at the first faculty meeting of fall semester. The Director chairs the committee. There are no student members on this committee.
  - 2. Undergraduate Committee: This committee makes recommendations to the faculty concerning the undergraduate program, including admissions and program requirements. The committee consists of the Associate Director for Undergraduate Studies, who serves as chair, and at least two other regular faculty members. There are no student members on this committee.
  - 3. Graduate Committee: This committee makes recommendations to the faculty concerning graduate programs. This includes admissions, program requirements, and recommendations to advance doctoral students to candidacy (according to the *Graduate Studies Handbook*). The committee consists of the Associate Director of

Academic Graduate Studies, who serves as chair, the Associate Director of Professional Graduate Studies and **at least** two additional regular faculty members. There are no student members on this committee. Each Associate Director constitutes an admissions committee of at least two regular faculty members.

4. MA-SC Committee: This committee makes recommendations to the faculty regarding the MA-SC program. This includes admissions, program requirements, and policies. The committee consists of the Associate Director of the MA-SC, who serves as chair, and at least two additional faculty members.
  5. Enrichment Committee: This committee promotes diversity activities and other outreach efforts. The committee consists of three faculty or staff members. The Director appoints one member as chair. The chair, in consultation with other committee members, may select one undergraduate and one graduate student to serve on the committee.
  6. Equipment and Facilities Committee: This committee determines and prioritizes the School's equipment needs and evaluates School facilities. It consists of at least one regular faculty member and two additional persons who may be either regular faculty or staff. The Director appoints a faculty member as chair. The chair, in consultation with other committee members, may select one undergraduate and one graduate student to serve on the committee.
  7. Scholarships Committee: This committee recommends recipients of the School's scholarships and awards to the faculty. The committee must include at least two regular faculty members. Staff members who work directly with students and who are knowledgeable about student accomplishments also may serve on the committee. The Director appoints a faculty member as chair. There are no student members on this committee.
  8. Merit Advisory Committee: This committee reviews faculty dossiers each spring and advises the Director regarding faculty merit salary increases. The committee comprises three regular faculty members elected by the faculty. Two members of this committee must be full professors, who serve two-year terms, and one associate professor, who serves a one-year term.
  9. Lectures and Visitors Committee. This committee manages the Professional-in-Residence program, the Hearst lecture series, the Li Chen and McGranahan lectures, and other opportunities and programs of this kind as they arise. This work includes soliciting ideas from faculty about potential visitors, establishing a roster of visitors each year, and working with the SJMC administrator to organize the logistics of events. This committee shall be composed of two members of the full-time faculty.
- B. The Director shall appoint members of all standing committees except the Merit Advisory Committee, taking into consideration the advice of faculty. Members of these committees shall be appointed to a three-year term. Chairs will be nominated and voted

for by members of each committee. The faculty shall vote for members of the Merit Advisory Committee and members serve terms as described above in Article IV, Section A, number 9.

- C. Special or Ad Hoc committees may be appointed by the Director to consider School business or initiatives not covered by one of the standing committees. The responsibilities and composition of a Faculty Search Committee and Faculty Review Committees appear in the School's *Procedures and Criteria for Faculty Appointment, Review, Promotion and Tenure*.
- D. A quorum for committee meetings shall be at least 50 percent of the membership of the committee. A majority vote of the committee members present at a meeting is required before a recommendation is brought to the whole faculty. All committee members, including staff and student members, have voting privileges; ex-officio members do not.
- E. All committees shall announce meetings at least three working days beforehand and provide an agenda to regular faculty on request. Discussions involving electronic communication directed to all committee members or involving a conversation of fewer than three committee members do not constitute a meeting.
- F. All committees except the Executive Committee shall present reports to the faculty at least once a semester orally, in writing or electronically. Discussions of the Executive Committee shall remain "off the record" so as to ensure confidentiality with respect to issues discussed.
- G. Hall of Fame Voting Process: Any regular faculty member may nominate a candidate; a nomination requires a second from another regular faculty member to be viable. A ballot with names of all nominees will be prepared. Eligible voters shall be regular faculty members. Each eligible voter shall indicate a vote for a maximum of three candidates. A simple majority of votes determines the year's Hall of Fame inductee. If no candidate receives a majority, the inductee is determined by a runoff between the top two vote-getters. The vote shall take place at least six weeks prior to the annual Fourth Estate Banquet. No proxy votes shall be allowed.

#### Article V. Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the School in all cases to which they are applicable and in which they are not inconsistent with these Manual of Operations and Procedures and any special rules of order the School may adopt.

#### Article VI. Amendments to Manual of Operations and Procedures

- A. The School shall consider amendments to the Manual of Operations and Procedures proposed in a petition signed by at least five regular faculty members of the School and submitted to the Director. The proposed amendment shall state the precise article,

section and sentences to be amended. The proposed amendments shall specify the words to be added, deleted or replaced. Moreover, the proposal shall give a complete statement of the wording of the section in the amended form.

- B. A notice of the proposed amendments shall be distributed to regular faculty by the Director. The proposed amendments shall appear as an agenda item on the notice of the next faculty meeting.
- C. A proposed amendment is voted upon at a faculty meeting. If a two-thirds majority of the regular faculty present at the meeting vote to approve the amendment, the Director will submit the amended Manual of Operations and Procedures to the Dean of the College for approval. The amended manual becomes effective immediately upon approval by the Dean.

--adopted 8/18/00  
--amended 12/20/00  
amended version adopted 01/19/01  
amended 08/16/06  
amended version adopted 10/03/06  
amended 12/18/06  
amended version adopted 01/10/07  
amended version adopted 11/07/07  
--amended version adopted 5/5/10  
amended version adopted 02/06/15  
amended version adopted XXX